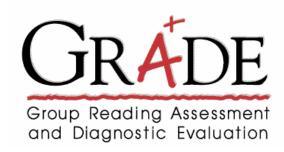
# SPRING 2006 KENTUCKY ASSESSMENT INFORMATION MANUAL

Read To Achieve I Awarded Spring 2005





Division of Assessment and Testing 5910 Rice Creek Parkway Suite 1000

Shoreview, Minnesota 55126 Toll-Free Phone: 800-328-2560 Toll-Free Fax: 866-509-7226

Updated: March 1, 2006

# IMPORTANT UPDATES FOR SPRING

- Read to Achieve Schools will receive a shipment separate from their pre-printed materials containing their K(B) booklets for spring testing.
- All schools will receive pre-printed materials by April 19<sup>th</sup>.
  - The shipment will include pre-printed level 1-3
     Form B booklets, K labels, Group ID Forms,
     Spring KY Assessment Manuals, and plastic bags.
- All '05 '06 Intervention students must be tagged on the web data file with category 1, position 6, as indicated on the disaggregation key on page 9.
  - The state department will provide Pearson with a file of all intervention students.
- Disaggregation data will come from the web data file.
  - You do NOT need to bubble categories on student booklets.
  - If categories are NOT correct on a pre-printed booklet than they are NOT correct on the web data file. Be sure to correct the web data file!
- There are TWO rounds of testing this spring.
  - Pay close attention to the dates corresponding to YOUR round of testing.

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# **CONTACT INFORMATION**



DIVISION OF ASSESSMENT & TESTING 5910 Rice Creek Parkway, Suite 1000 Shoreview, Minnesota 55126

General Email: agsmail@agsnet.com

**Kentucky Information:** 

www.agsnet.com/url/ky.asp

www.agsnet.com/state/kyresource.asp

KENTUCKY REPRESENTATIVE: DEE MULLEN

800-328-2560; Ext. 7710 Email: <u>deem@agsnet.com</u>

SCORING SERVICES: JULIE WILLIAMS

800-328-2560; Ext. 7636 Email: <u>juliew@agsnet.com</u>

**ORDER ENTRY:** To be determined

KENTUCKY DEPARTMENT
OF EDUCATION

READING FIRST: KILEY WHITAKER

502-564-7056

Email: <a href="mailto:kwhitake@kde.state.ky.us">kwhitake@kde.state.ky.us</a>

READING TO ACHIEVE: AUDREY PROCTOR

502-564-2106

Email: aproctor@kde.state.ky.us

**REBECCA ATKINS-STUMBO** 

502-564-7056

Email: Rebecca.atkinsstumbo@education.ky.gov

# FREQUENTLY ASKED QUESTIONS - CONTACTS

Who do I call to report any teacher or student discrepancies on preprinted materials or score reports? (i.e. teacher names/ID's not matching classroom name, student not in the correct grade level etc.)

Julie Williams 1-800-328-2560 x 7636

Who do you call to order extra student booklets and extra Class/Header sheets? Make sure prior to each testing session that there are student booklets and class/header sheets for each level.

To be determined

#### Who do I call for GRADE software technical assistance?

Pearson Education 1-800-328-2560 select option 2

Who do I call if I have questions regarding the GRADE program use in general? (i.e. understanding the score reports, using the GRL's or scheduling PD for my teachers etc.)

• Dee Mullen 1-800-328-2560 x7710

Who do I call if I have questions regarding the Web Data File (www.agsschool.com)?

Julie Williams 1-800-328-2560 x7636

Who do I call if I have questions regarding my pre-printed materials?

Julie Williams 1-800-328-2560 x7636

Where do I send student booklets after testing is complete?

Pearson Education
 Attn: Julie Williams
 5910 Rice Creek Parkway
 Suite 1000
 Shoreview, MN 55126

Label boxes: Read to Achieve I

# '05 – '06 TESTING & SCORING TIMELINE READ TO ACHIEVE I

**Round I: Awarded Spring 2005** 

#### Read to Achieve I - Grades K-3 - Fall 2005

FALL 2005 TESTING & SCORING COMPLETE

#### Read to Achieve I - Grades K-3 - Intervention 2005

INTERVENTION TESTING COMPLETE

	Read to Achieve I - Grades K-3 - Spring 2006 - ROUND 1				
	March 15, 2006	All Teacher and Student Web Data File Updates Completed for Pre-Printing			
	April 19, 2006	Schools Receive Pre-Printed Labels, Booklets, Group ID Forms, along with Testing and Packaging Materials			
	GRADE Testing Begins				
	May 17, 2006	Pearson Receives Answer Booklets with Current Class Rosters			
	May 17, 2006	All Student and Teacher Web Data File Updates Completed for Editing			
	June 15, 2006	Schools Receive PDF Reports			
Read to Achieve I - Grades K-3 - Spring 2006 - ROUND 2					
R	ead to Achieve I - C	Grades K-3 - Spring 2006 - ROUND 2			
R	ead to Achieve I - C March 15, 2006	Grades K-3 - Spring 2006 - ROUND 2  All Teacher and Student Web Data File Updates Completed for Pre-Printing			
R		All Teacher and Student Web Data File Updates Completed			
R	March 15, 2006	All Teacher and Student Web Data File Updates Completed for Pre-Printing Schools Receive Pre-Printed Labels, Booklets, Group ID			
R	March 15, 2006  April 19, 2006	All Teacher and Student Web Data File Updates Completed for Pre-Printing Schools Receive Pre-Printed Labels, Booklets, Group ID Forms, along with Testing and Packaging Materials			
R	March 15, 2006  April 19, 2006  May 8, 2006	All Teacher and Student Web Data File Updates Completed for Pre-Printing Schools Receive Pre-Printed Labels, Booklets, Group ID Forms, along with Testing and Packaging Materials  GRADE Testing Begins  Pearson Receives Answer Booklets with Current Class			

## **GRADE TESTING MATERIALS**

# Testing Schedule for READ TO ACHIEVE I:

Separate Fall and Spring Norms were collected, so if you are testing in the months of July-December, you will use Fall Norms. If you are testing in the months of January-June, you will use Spring Norms (*Page 3 Technical Manual*).

One Group Identification Sheet per class.

## Fall 05 Testing Kindergarten-Third grade students On-Level:

Kindergarten:	Level K	Form A
Grade 1:	Level 1	Form A
Grade 2:	Level 2	Form A
Grade 3:	Level 3	Form A

#### Additional Testing for identified intervention students

Level P	Form A
Level K	Form A
Level 1	Form A
Level 2	Form A
	Level 1

Optional Intervention Testing Only (Off grade level):

Any student that has a total GRADE test score in Stanine1, 2, or 3 may be considered for additional testing immediately after Fall testing to secure individual diagnostic information.

READ TO ACHIEVE schools will score any intervention tests

#### **Spring 06 Testing Kindergarten-Third grade students On-Level:**

Kindergarten:	Level K	Form B
Grade 1:	Level 1	Form B
Grade 2:	Level 2	Form B
Grade 3:	Level 3	Form B

## **TESTING & SHIPPING DIRECTIONS**

#### Spring 2006 Testing:

- Double check your pre-printed materials for errors.
- If you have errors see pages 6 and 7 on how to handle those errors.
- Update the Web Data File
  - Add intervention 05-06 category for intervention students
  - Add new students
  - Move students that have transferred out of your school to the playground
- Fill out booklets or Group ID sheets that are missing. See pages 8 and 10 for instructions on what to do.
- Make sure you are handing the correct test booklet to each student.
- If a student missed the testing deadline for Pearson to do the scoring, teachers can still test that student(s) and score them using the GRADE software program at their school. These scores will NOT be included in school/district progress reports.

#### Spring 2006 Shipping:

- All tests must be separated out by class.
- Place each classes test documents in a plastic bag with the corresponding completed Group Identification Form and Class roster on top (Student roster must include teacher name and ID and students names and ID's).
- Complete the label on the outside of the plastic bag with the corresponding teacher name.
- Do NOT place rubber bands around test booklets
- Do NOT staple Group ID Forms or test booklets
- Place bags into boxes labeled Read to Achieve I, Box 1 of \_\_\_\_\_ (total number of boxes).
- Be sure to Securely tape the boxes shut.
- Ship boxes via UPS to the following Address. Shipping ground will take 2 business days.

Pearson Education Attn: Julie Williams 5910 Rice Creek Parkway Suite 1000 Shoreview, MN 55126

# **GRADE PRE-PRINT TEST MATERIAL ERRORS**

All Read to Achieve schools will receive pre-printed booklets, K labels, and Group Identification Sheets. All pre-printed information came from the Web Data File on March 15, 2006. If you have errors on any preprinted materials please follow the instructions listed below.

#### **GROUP IDENTIFICATION FORM ERROR:**

- **Missing a Group Identification Form** First you will need to bubble in a Group ID form. Instructions for bubbling this form are found on page 10. Then you will need to go to <a href="www.agsschool.com">www.agsschool.com</a>. Log into your schools database and add this classroom. Instructions for adding a classroom can be found on page 13.
- **Teacher ID Number NOT Pre-Printed** First you will need to write and bubble in the teacher ID on the Group Identification Form. Then you will need to go to <a href="https://www.agsschool.com">www.agsschool.com</a>. Log into your schools database and add the teacher to the classroom. Instructions for adding a teacher to a classroom can be found on page 12
- **Teacher ID Number Pre-Printed Incorrectly** Do not correct it on the Group ID Form. Go to <a href="www.agsschool.com">www.agsschool.com</a>. Log into your schools database and update the teacher's information. Instructions for editing teacher information can be found on page 12.
- **Teacher Name Spelled Incorrectly** Do not correct it on the Group ID Form. Go to <a href="www.agsschool.com">www.agsschool.com</a>. Log into your schools database and update the teacher's information. Instructions for updating teacher information can be found on page 12.
- **Group/Class Name Spelled Incorrectly** Do not correct it on the Group ID Form. Go to <a href="www.agsschool.com">www.agsschool.com</a>. Log into your schools database and update the Name of the classroom. Instructions for updating class names can be found on page 13.

#### LEVEL 1, 2, OR 3 BOOKLET ERROR:

- Student Did Not Receive a Pre-Printed Booklet First you will need to bubble in a GRADE booklet for the student(s). Instructions for bubbling student booklets are found on page 8. Then you will need to go to <a href="www.agsschool.com">www.agsschool.com</a>. Log into your schools database and add this student to their classroom. Information for adding a student can be found on page 12.
- **Student Name Pre-Printed Incorrectly** Do not correct it on the GRADE booklet. Go to <a href="www.agsschool.com">www.agsschool.com</a>. Log into your schools database, and update the student's names. Information for editing a student's information can be found on page 12.

#### PRE-PRINT ERRORS CONT'D ON THE NEXT PAGE

# **GRADE PRE-PRINT TEST MATERIAL ERRORS, CONT'D**

#### **LEVEL 1, 2, OR 3 SCANNABLE BOOKLET ERROR:**

- Student ID Number Pre-Printed Incorrectly Do not correct it on the GRADE booklet. Go to <a href="www.agsschool.com">www.agsschool.com</a>. Log into your schools database, and update the student's ID number. Instructions for editing a student's information can be found on page 12.
- **Student Categories Pre-Printed Incorrectly** Do not correct it on the GRADE booklet. Go to <a href="www.agsschool.com">www.agsschool.com</a>. Log into your schools database, and update the student's categories. Instructions for editing a student's information can be found on page 12.
- **Student Birth Date Pre-Printed Incorrectly** Do not correct it on the GRADE booklet. Go to <a href="www.agsschool.com">www.agsschool.com</a>. Log into your schools database, and update the student's birth date. Instructions for editing a student's information can be found on page 12.
- Student Grade Level Pre-Printed Incorrectly & Received Wrong Level Booklet You will first need to fill out the correct level of booklet for this student. Instructions for filling out booklets can be found on page 8. Then go to <a href="https://www.agsschool.com">www.agsschool.com</a>. Log into your schools database, and update the student's grade level. Instructions for editing a student's information can be found on page 12.

#### **LEVEL K LABEL ERROR:**

- Student Did Not Receive a Pre-printed Label You will first need to fill out the correct level of booklet for this student. Instructions for filling out booklets can be found on page 8. Then go to <a href="www.agsschool.com">www.agsschool.com</a>. Log into your schools database, and add the student to their classroom. Instructions for adding a new student can be found on page 12.
- Student ID Number Pre-Printed Incorrectly Do not correct it on the GRADE booklet. Go to <a href="www.agsschool.com">www.agsschool.com</a>. Log into your schools database, and update the student's ID number. Instructions for editing a student's information can be found on page 12.
- **Student Name Pre-Printed Incorrectly** Do not correct it on the GRADE booklet. Go to <a href="www.agsschool.com">www.agsschool.com</a>. Log into your schools database, and update the student's names. Instructions for editing a student's information can be found on page 12.
- **Student Birth Date Pre-Printed Incorrectly** Do not correct it on the GRADE booklet. Go to <a href="www.agsschool.com">www.agsschool.com</a>. Log into your schools database, and update the student's birth date. Instructions for editing a student's information can be found on page 12.
- Student Grade Level Pre-Printed Incorrectly & Received Wrong Level Booklet

   You will first need to fill out the correct level of booklet for this student.

   Instructions for filling out booklets can be found on page 8. Then go to

   www.agsschool.com
   Log into your schools database, and update the student's grade level.
   Instructions for editing a student's information can be found on page 12.

## STUDENTS WITHOUT PRE-PRINTED BOOKLETS

Spring 2006 testing will have preprinted student booklets, K Labels, and Group Identification Sheets. If you do not receive a pre-printed booklet, label or Group ID sheet please fill out the booklet or Group ID sheet according to the directions below.

All information inside the front cover of the student booklet must be written <u>and</u> bubbled in. It is extremely important that <u>ALL</u> information is complete and bubbled correctly.

#### Levels 1, 2, and 3 STUDENT TEST BOOKLETS

- Last Name Write and bubble students last name (Do not include hyphens, commas, apostrophes, etc.).
- **First Name** Write and bubble students last name (Do not include hyphens, commas, apostrophes, etc.).
- **Student ID** This must be unique for each student in the entire testing group. This ID is used to keep track of student's progression over time. In order to show progress the student id must remain the same for each round of testing.
- Test Date Be sure to bubble this correctly (MMDDYY).
- Student Grade Level Be sure to bubble the students current academic grade level.
- **Birth Date** Be sure to bubble this correctly (MMDDYY).
- **Gender** Be sure to bubble this correctly. (This will also be bubbled in category field).

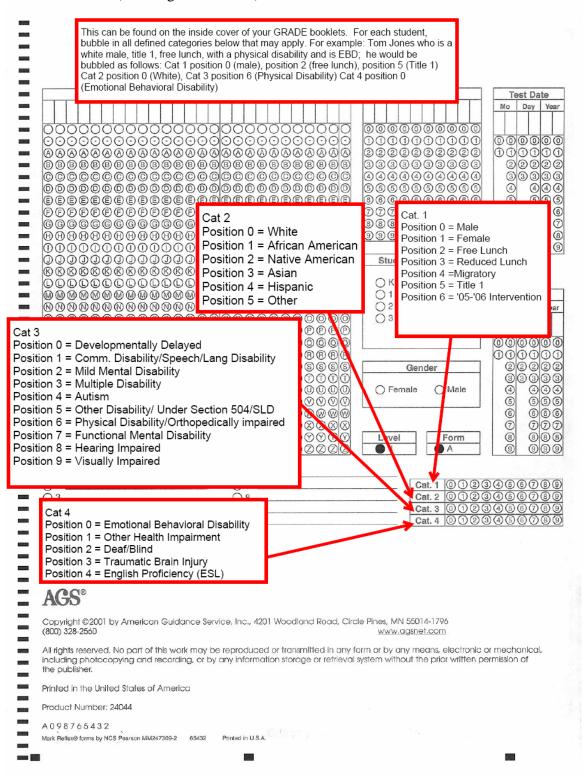
#### **K STUDENT BOOKLETS**

The following information MUST be included on all K student booklets. The information can either be handwritten or typed on to a label. Either way, be sure to include all information listed here.

- First Name
- Last Name
- Student ID
- Test Date
- Academic Grade Level (NOT the level of test they're taking)
- Birth Date (MM/DD/YY)
- School Name
- Teacher Name

# DISAGGREGATION KEY DIAGRAM

The picture shows the disaggregation codes that must be completed for ALL students on the web data file (www.agsschool.com).



## CLASSES WITHOUT GROUP IDENTIFICATION SHEETS

After the GRADE test has been administered, place the Group Identification Sheet on top of all the student answer documents in that class. Place the Group Identification Sheet with the student answer documents and a printed copy of a student roster into the plastic bag provided. Complete label on outside of bag with corresponding teacher name and grade level. **DO NOT** place a rubber band around the answer documents or staple the class roster to any of the GRADE documents. Only original student answer booklets can be submitted. **DO NOT** submit photocopied booklets or pages.

#### **GROUP IDENTIFICATION SHEET**

- School/District Name Fill in your school name NOT your district name.
- School/District ID Fill in your school ID number. This ID number is made up of your District ID number plus your School ID number. Thus, it should be a six digit number.
- **Test Date** Must be bubbled correctly (MMDDYY).
- **Group/Class ID** Leave this blank. A unique class ID will be assigned to each Group Identification sheet when materials are received.
- **Teacher/Examiner ID** This ID must be unique for each teacher within the entire testing group. For a unique ID, use school ID and increase in increments of 01 for each teacher (Ex: 49105701, 49105702, etc.)

These ID numbers must match the Teacher ID numbers on the Web Data File.

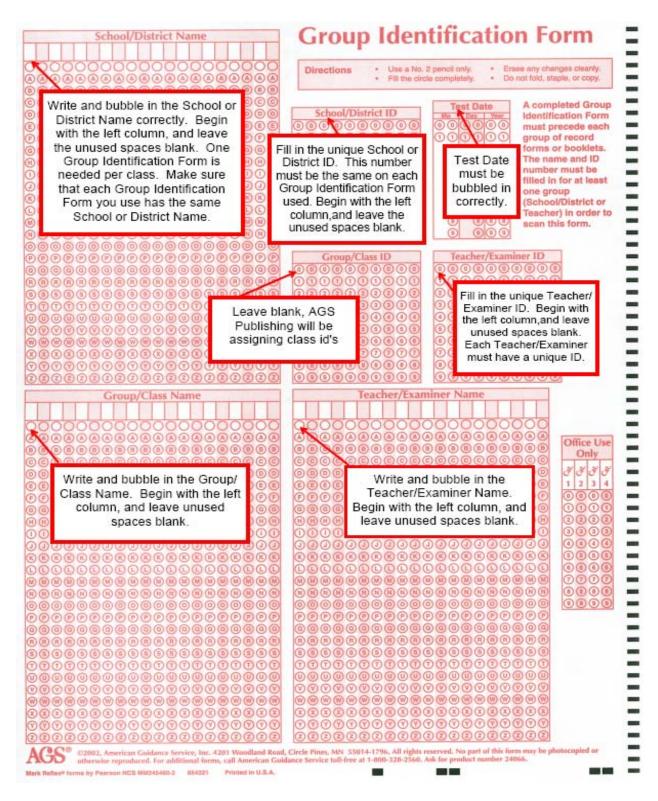
- Group/Class Name Use teacher/examiner's last name, leave a space, then the word class (Ex: Judy Johnson = Johnson Class)
  - If you have multiple teachers with the same last name use the first initial of their first name followed by their complete last name and class (Ex. J Williams Class)
- Teacher/Examiner Name Use teacher's first and last name (Judy Johnson).

For questions regarding this information please contact:

#### Julie Williams

Pearson Education Scoring Service Program Coordinator 1-800-328-2560 Ext. 7636 juliew@agsnet.com

# KENTUCKY GROUP IDENTIFICATION SHEET DIAGRAM



# KENTUCKY WEB DATA FILE GUIDE

Below are instructions for making changes to Student, Teacher and Classroom data:

In order to see the students that are in your classrooms you need to do the following: Double-click on Locations, click on the school name, click on the classroom name, and then click on file and edit location. After you have done this, you will see the complete list of students in that classroom.

#### STUDENT CHANGES

- **Deleting Students** Schools are NOT able to delete students. You will need to contact an admin user in order to delete a student (see page 13 for admin users).
- Adding Students You can add a new student when you're in the Playground, Office, or a Classroom. Go to File and then New Student. Fill in the student's information including categories (attributes). Click OK. This student has now been added to the location you are currently in.

I recommend creating new students in their appropriate classroom. Then you won't need to drag them to their classroom.

• **Updating Student Information** – Locate the student in the classroom, playground, or office. Double click on the student's name. Modify the student's information on the Edit Student Info page. Click OK.

If you are having trouble viewing changes to student information after saving, log off and then log back on. You should then be able to view the changes you have made.

• Error – If you experience an error stating that this is a duplicate student it will inform you of where that student currently resides. *Take note of that location*. If it is within your school you can then move them to the appropriate location. If it is another school you may need to contact that school or an admin user (see page 13 for admin users).

#### **TEACHER CHANGES**

- Creating a New Teacher Double click on the Teachers icon on the main page. Here you can search for a particular teacher. If you can not find the teacher go to File and click on New Teacher. Fill in the teacher information and choose the staff type. Click OK to save the information. Teacher information MUST correspond to information on Group ID forms.
- **Updating Teacher Information** Double click on the Teacher icon on the main page. Here you can search for a particular teacher. Once you have found the teacher. Double click on the teacher's name. Edit the teacher information on the Edit Teacher Info page. Click OK.

# **KENTUCKY WEB DATA FILE GUIDE, CONT'D**

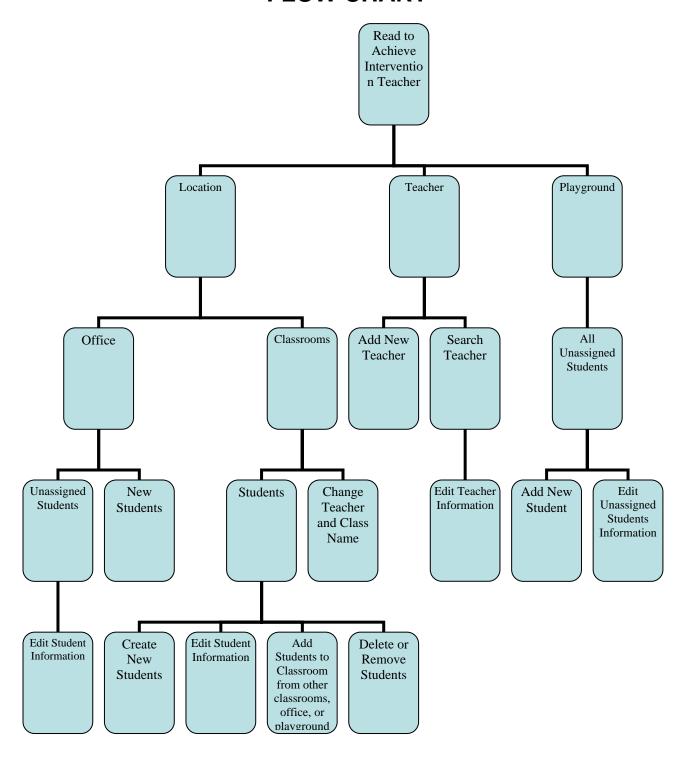
#### **CLASSROOM CHANGES**

- Opening a Classroom To open a classroom click once on the class then go to the File drop down menu and click on Edit Location.
- Changing a Class Name Open the classroom you would like to edit. Click in the Name field. Modify the class name, and hit Enter on your keyboard. Name should always be teacher's last name followed by class. If you do not hit enter the modification will NOT remain!
- Adding a Class Click once on your school. Go to File and then click on New Classroom. A New Location box will come up. Type in the class name and select OK. The class name consists of last name of the teacher followed by Class.
- **Deleting a Class** Click once on the class you would like to delete. Go to File and then Delete Classroom.
- Adding a Teacher to a Class You can add a teacher to a new class or replace a teacher in a class that already exists. To do so, click on Teacher button in the new or existing classroom. Search for the teacher you would like to add to the classroom. Click once on the teacher name and click OK.
- Adding a Student to a Class You can add a student to a new or already existing class. To add a student to a class locate the student click once on the student and drag them to the appropriate classroom and release.

## **CONTACT INFORMATION**

- Forget Your Password? Contact Kiley Whitaker at 502-564-7056
- Need to Request a Login and Password? Contact Kiley Whitaker at 502-564-7056
- Questions Regarding the Web Data File Contact Kiley Whitaker at 502-564-7056 or Julie Williams at 1-800-328-2560 Ext 7636
- Admin Users Contact Kiley Whitaker at 502-564-7056 or Julie Williams at 1-800-328-2560 Ext 7636

# STATE OF KENTUCKY WEB DATA FILE FLOW CHART



## TEACHER SCORING DIRECTIONS

In order to score and report on each test, the following composite sections must have been attempted by the student:

#### **LEVEL P**

- Phonological Awareness
- Visual Skills
- Concepts
- Listening Comprehension

## **LEVEL K**

- Phonological Awareness
- Early Literacy Skills
- Phoneme-Grapheme Correspondence
- Listening Comprehension

#### **LEVELS 1, 2, 3**

- Vocabulary
- Comprehension

A student must complete at least six responses in each composite section in order for Pearson Education to be able to generate a composite score. In order to generate a total test score, all composite sections must have been attempted with a least six items each.

# REPORTING

#### <u>Individual Reports include:</u>

- Individual Score Summary: The report shows raw score, Stanine, percentile, grade equivalent, standard score and NCE for each subtest followed by general descriptor of strength or weakness. The total scores and GSV (growth scale value) are included. One highlight of this report are the Diagnostic Analysis Summary showing criterion referenced information broken down by number correct, number possible and percent correct for each subtest and item type. The Stanine Profile gives an excellent visual representation of the student's performance and strengths and weaknesses.
- Individual Diagnostic Analysis: In addition to the subtest and total test scores found on the Individual Score Summary, this report complements the Diagnostic Analysis Summary with narrative recommendations for interventions and a guide to specific support materials.
- Individual Reading Progress Report: Designed to demonstrate student performance over time, this report shows both a graph and a chart indicating the results of each test administration with the GSV (growth scale value).
- Parent Report: Combining the best elements of each report, the report presents the Stanine Profile and the GSV progress graph with informative narrative outlining the student's strengths and weaknesses.

#### **Group Reports include:**

- Group Score Summary: This group report is intended to give the classroom teacher an overall picture of how the entire group performed on each subtest. Each student's subtest and total score totals are included along with a average GSV for the class.
- Group Diagnostic Analysis by Item: For each subtest, this item analysis report
  provides a chance for the teacher to see each student's response to each item.
  Totals include local p-value and national p-value for easy comparison along with
  a breakdown of correct and incorrect response totals.
- Group Diagnostic Analysis by Type: This report allows the classroom teacher to see the class average correct for each type of question found on each subtest.
   The totals also include the local to national average p-value comparison.
- Group Reading Progress Report: Using the classroom average GSV (growth scale value), this report uses the graph and chart to show how the group progressed at each administration of the test.